

CITY OF CRYSTAL'S COMMUNICATIONS TOOLS

The City uses a variety of tools in an effort to share information with its council members and/or residents.

IN PERSON

1. Citizen Input Time
 - residents and business owners meet with mayor and city manager and other council members, as schedules allow
 - held the 3rd Tuesday of Jan, Feb, Mar, Apr, Sep, Oct, and Nov from 6-6:30 p.m. in Conf Rm A at City Hall
2. City Council Meetings – Open Forum and Public Hearings
 - typically the 1st and 3rd Tuesday of the month at 7 p.m. in the Council Chambers at City Hall
3. Open Houses

MAILINGS

1. Crystal/Robbinsdale Sun Post (<http://post.mnsun.com>)
 - published every Thursday, it's the City's legal newspaper for legal notices; also various community information
2. *The Crystal Connection* (City's newsletter)
 - published quarterly and mailed to all residents and businesses
 - three of the four issues have the *Crystal Recreation* brochure printed on the reverse side
3. USPS Mailings
4. Utility Billing Inserts
 - items to be approved by the city manager
 - bills are mailed monthly to 1/3 of city, so it takes 3 months to reach entire city of approximately 7,900 households

POSTINGS

1. Bulletin Board
 - official notices are posted in City Hall's lobby (Police & Recreation also have bulletin boards)
 - non-City requests to be approved by the city manager
2. City Council Meeting Packet
 - posted on City's website and Facebook page
 - hand delivered to council members and key staff the Friday before a Tuesday City Council meeting
3. Marquee Signs (located at Becker Park and the Crystal Community Center)
4. Newsbrief
 - posted on City's website
 - hand delivered to senior staff and council members on Fridays when there isn't a City Council meeting packet
5. Press Releases (posted on City's website and Facebook page)

SOCIAL MEDIA

1. Facebook
 - Local Government: www.facebook.com/pages/City-of-Crystal-MN-Local-Government
 - Police Department: www.facebook.com/pages/City-of-Crystal-Police-Department
 - Recreation Department: www.facebook.com/crystalrec
2. Instagram (Recreation Department: www.instagram.com/crystalrecreation)
3. NextDoor.com (Police Department)
4. Twitter
 - Police Department: <https://twitter.com/CrystalMNPOLICE>
 - Recreation Department: <https://twitter.com/crystalrec>
5. Website (www.crystalmn.gov)

TELEVISION (NW Suburbs Cable Communications Commission – 9 member cities: Brooklyn Center, Brooklyn Park, Crystal, Golden Valley, Maple Grove, New Hope, Osseo, Plymouth, and Robbinsdale)

1. Channel 12 (www.twelve.tv)
 - NW Community TV airing City videos and Mayor's Minutes through "Community Corner"
2. Channel 16
 - government access channel airing live & taped replays (the following Sunday at 6:30 p.m. & Monday at 10:30 a.m.) of City Council & EDA meetings, electronic billboarding of City information, and replays of City videos/Mayor's Minutes that originally aired on Channel 12

OTHER

1. Email
2. Lobby Handouts
3. *The Crystal Insider* (internal publication)
 - published every-other-month for all City staff (posted on Connect2MyBenefits) and council members (hand delivered in City Council packets)